

EVENT NAME

Reno River Festival

EVENT LOCATION

Wingfield Park

EVENT DATES AND TIMES

Setup Date	May 8, 2015	Setup Start Time	8 AM
Event Start Date	May 9, 2015	Event End Date	May 10, 2015
Daily Event Start Time	10 AM	Daily Event End Time	10 PM (approx)
Dismantle Date	May 10, 2015	Dismantle End Time	9 PM

EVENT DESCRIPTION

(To be included on the City of Reno's Website Special Events Calendar – maximum of 275 characters)

The Reno River Festival is Reno's wettest wildest weekend of the summer with competitors from around the globe competing for top honors at the Truckee River White Water Park at Wingfield May 9-10, 2015. Live Music, Food and Drink

ON SITE CONTACT

Jess Horning
Neil Horning

ON SITE NUMBER

775-997-8000
775-997-9444

TYPE OF EVENT

See FAQ for clarification of event types

- ☐ Special Activity
☒ Special Event – Parks
☒ Special Events – Street / Sidewalk Occupancy

EVENT WILL INCLUDE (check all that apply)

- ☒ Amplified Sound/Multimedia
Attachment A Required
☒ Street/Sidewalk Occupancy
Attachment B Required
☒ Alcohol Service
Attachment C Required
☒ Vendors/Exhibitors
Attachment D Required
☐ Privileged Sales
Attachment E Required
☒ Event Set-Up
Attachment F Required
☒ Park Usage
Attachment G Required
☒ Food/Beverage Service
Contact Washoe County Environmental Health Services (775) 328-2620

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the Reno Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Reno. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City of Reno.

Indemnification of the City of Reno. By signing this application the applicant, and any organization the applicant represents, agrees to indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the applicant

HOST ORGANIZATION Liquid Blue Events LLC
DBA
Reno River Festival
EVENT COORDINATOR Jess & Neil Horning
MAILING ADDRESS 748 South Meadows PKY Suite 9 #275 **CITY/STATE/ZIP** RENO, NV 89521
DAYTIME PHONE 775-851-4444 **CELL PHONE** 775-997-9444 **FAX** 775-851-4456
WEBSITE RenoRiverFestival.com **EMAIL ADDRESS** neil@liquidblueevents.com
ONSITE CONTACT Neil Horning **CELL PHONE** 775-997-9444
Jess Horning
PUBLIC CONTACT Liquid Blue Events **DAYTIME PHONE** 775-851-4444
FEDERAL TAX ID 26-2327016

☐ **HOST ORGANIZATION IS NON-PROFIT**
 Proof of current non-profit status must be included with application.

ANTICIPATED ATTENDANCE: **DAILY** 10,000 **TOTAL** 20,000

☒ **OPEN TO THE PUBLIC**
☐ **ADMISSION WILL BE CHARGED \$**

↓ FOR CITY OF RENO OFFICE USE ONLY ↓

Application Processing Fee* 0-49 Vendors	<input type="checkbox"/> \$103.00			
Application Processing Fee* 50+ Vendors	<input checked="" type="checkbox"/> \$258.00	258	DATE ENTERED	
Temporary Vendor Business License	<input type="checkbox"/> \$ 15.00 x		FAX TO	
Temporary Alcohol Permit, 1 Booth/Day	<input type="checkbox"/> \$ 55.00 x			<input type="checkbox"/> Fire
Temporary Alcohol Permit, Add'l Booth/Day	<input type="checkbox"/> \$ 22.00 x			<input type="checkbox"/> Zoning
Fire Inspection	<input type="checkbox"/> \$111.00			<input type="checkbox"/> Health
Additional Fire Permits	<input type="checkbox"/> TBD	Refer to "FD" Section	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete
City Service Fee	<input type="checkbox"/> TBD	Actual Cost of City Services	Reason Incomplete:	
Late Fee	<input type="checkbox"/> TBD	Refer to Reno Municipal Code		

FIRE DEPARTMENT

1. Provide a site plan of set up:

To ensure appropriate review of your event, it is preferred that you submit computer assisted drawings (CAD) of your event site plan. This is applicable for both moving routes and fixed venues. If CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted in an 8 ½" x 11" or 8 ½" x 14" standard format. Your event site plan must include the following items:

- An outline of the entire event venue including the names of all streets or areas that are a part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue, with the exception of Virginia Street between First and Fifth Streets where twelve foot (12') emergency access lanes are required. Intersections with all side streets must remain open and minimum twenty-eight foot (28') emergency access lanes are maintained on Second and Fourth Streets.
- The location of first aid facilities and, if applicable, the location of ambulances.
- The location and dimensions of all stages, platforms, scaffolding, bleachers, grandstands, seating with aisle spacing, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases, fryers, and/or barbeque grills.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations of exits within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Any other related event components not listed above.

A Fire Inspector will review the submitted plans for the special event. Upon final approval of the floor plan the Inspector will return a copy to the promoter indicating all applicable fees not collected at time of application and any special requirements.

2. Fire Inspection:

3. Additional Information:

Will you be using any of the following? Check all that apply:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Flammable or compressed gases | <input type="checkbox"/> Exit obstructions | <input type="checkbox"/> Dust or spark production |
| <input type="checkbox"/> Fire lane or hydrant obstruction | <input checked="" type="checkbox"/> Temporary electrical wiring | <input type="checkbox"/> Bleachers |
| <input checked="" type="checkbox"/> Cooking vendors | <input type="checkbox"/> Indoor vehicle display | <input type="checkbox"/> Loose seats/chairs over 200 |
| <input type="checkbox"/> Fenced area or building to be occupied by 50 or more people | | |

Separate Permit Requirements:

One or more of the following activities (\$85)

☒ **Open flame devices**

Open flame devices include decorative devices, cooking devices, and theatrical open flame performances.

☐ **Canopies in excess of 400 square feet**

Canopy – A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

☒ **Tents in excess of 200 square feet**

Tent – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

☐ **Indoor demonstration cooking**

Pyrotechnic activity (\$225)

☐ **Pyrotechnics**

Pyrotechnic composition – A chemical mixture that produces visible light displays or sounds through a self-propagating, heat-releasing chemical reaction which is initiated by ignition.

For Additional Information Contact:

Reno Fire Department

775-334-2300

775-334-3826 FAX

INSURANCE, TERMS AND CONDITIONS

General Liability Insurance

Special Event applicants must provide a policy of general liability insurance for the specific dates of the event naming the "City of Reno, its officers, employees, and agents" as an Additional Insured. The policy must be obtained from a carrier licensed to do business in the State of Nevada.

Minimum general liability insurance limits are as follows:

1. Combined single limit of \$1,000,000 per occurrence.
2. Automobile liability insurance limits are \$1,000,000 combined single limits (only required for events involving production vehicles such as carnivals).

These terms and conditions are not to be changed by any words added by Event Organizer. Any change in terms must be agreed to by the City, in writing.

Certificate of Insurance is required at least 30 days before the event.

Fax to:

775-326-5150 – Special Events - Parks

775-334-2097 – Special Events - Street/Sidewalk Occupancy

Indemnification of the City of Reno. As a further condition of this permit, the permittee shall indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the permittee or the permittee's principals, agents, employees, subcontractors, vendors or invitees related to or arising out of the permitted event. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

DISPOSAL AND RECYCLING PLAN

Will you be using existing, City-owned trash receptacles at your event?

☒ Yes.

Note that you will be required to empty these receptacles frequently throughout the course of your event. Plastic bags must be used to line the trash receptacles. City staff will not service the receptacles during your event, other than during activities designated as Special Event – Parks.

☐ No.

Describe refuse removal plan:

per sponsorship contract with City of Reno, Trash removal is included as in-kind service

Other than during Special Event – Parks, event organizers are required to manage recycling at all Reno Special Events (Park Staff manages recycling at Special Events – Parks).

Method and types of recyclable material collection:

☒ cans

☒ plastic bottles

☐ paper materials

☐ cardboard

☐ other

Describe recycling plan if event is not taking place in a City park:

How will you promote recycling at your event?

ACCESSIBILITY PLAN

As an event organizer, you are required to comply with all City, County, State and Federal Accessibility requirements to your event. All temporary venues, related structures, and outdoor sites for special events shall be accessible to seniors and persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities. Accessibility provisions may include parking, rest rooms, telephone, and clear path of travel, transportation, signage, accessible vendors and booths.

The City of Reno has the following checklist which is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal Disability Access requirements. It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors.

- Accessibility parking and/or shuttle accommodations will be provided for this event.
- There will be a clear path of travel for accessibility purposes throughout the event.
- A minimum of 10% of portable restrooms provided at the event will be accessible.
- All food, beverage and vending areas will be accessible.
- If an information center is located at the event, attendants will be available to assist disabled individuals.

EMERGENCY MEDICAL SERVICES

The City of Reno has adopted the Washoe County District Board of Health's Suggested Guidelines for Emergency Medical Services (EMS) for Mass Gatherings. The general guideline for any mass gathering event larger than 2,500 people per day is access to an Advanced Life Support (ALS) ambulance within eight (8) minutes or one (1) dedicated ALS ambulance, and on-scene medical personnel of various levels suitably equipped, which may vary depending upon the factors evaluated.

The EMS Coverage Analysis Flow Chart on the following page is provided to serve as a guideline for determining the appropriate EMS coverage for your event. Proof of EMS coverage will be required for any event with attendance of 2,500 or more people per day. For events with a daily attendance of less than 2,500, the Host Organization shall provide REMSA with an ingress/egress plan for the event and are encouraged to have an on-site First Aid station staffed by an EMT.

REMSA

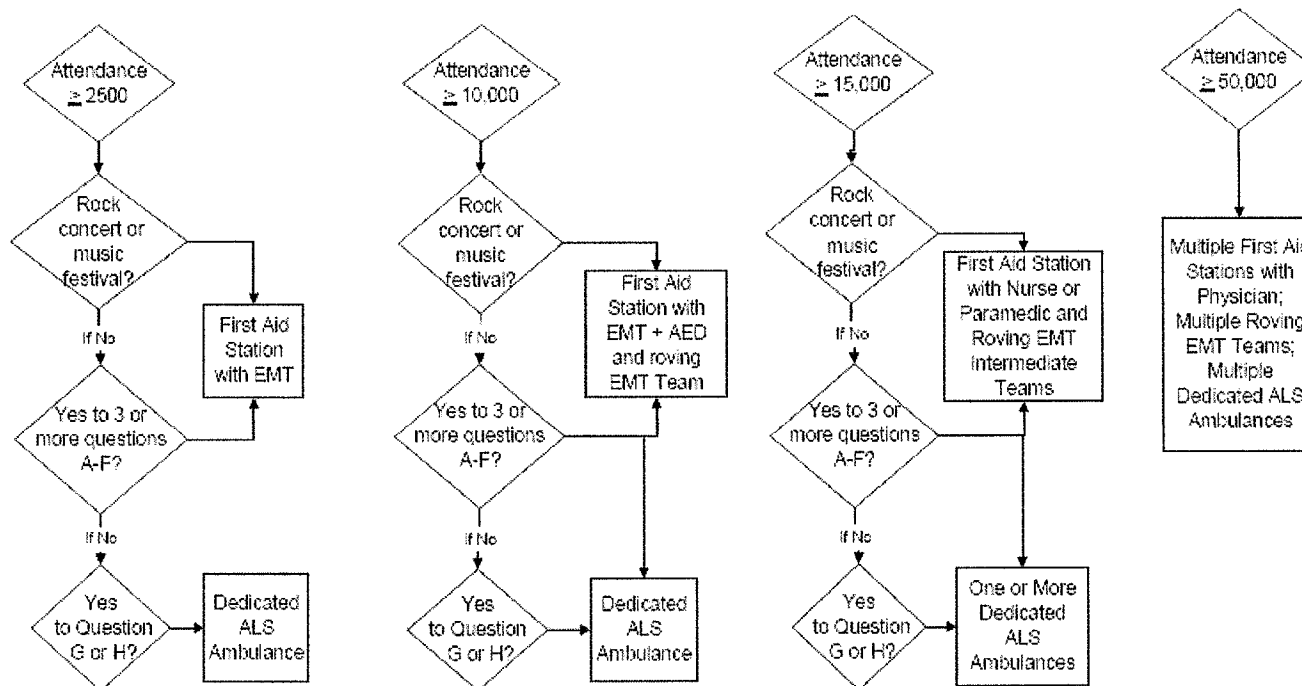
Alan Tom, Special Events Coordinator
450 Edison Way
Reno, NV 89502-4117
775-858-5700 x153 | FAX 775-858-5720
atom@remsa-cf.com

In addition to the above requirements, the Host Organization shall also provide notification of the event details to the medical centers listed below. The notification must include the location, dates/times of the event, the nature of the event, the number of attendees anticipated per day, and Host Organization contact information should the medical center require additional information. The notification shall be provided to the medical centers no less than thirty (30) days prior to the event.

Renown Regional Medical Center
Attn: Emergency Department Manager
1155 Mill St
Reno, NV 89502

Saint Mary's Regional Medical Center
Attn: Emergency Department Manager
235 W 6th St
Reno, NV 89503

EMS COVERAGE ANALYSIS FLOW CHART



QUESTIONS

- A. High-risk activities such as sports, racing, etc.?
- B. Environmental hazards or extremes of heat or cold?
- C. Average age of crowd less than 25 or greater than 50?
- D. Crowd includes large numbers of persons with acute or chronic illnesses?
- E. Crowd density presents challenges for patient access or transfer to ambulance?
- F. Alcohol to be sold at the event, or a history of alcohol or drug use by the crowd at prior events?
- G. Past history of significant number of patient contacts at the event or

DEFINITIONS

First Aid Station: Fixed location on site staffed by at least one Emergency Medical Technician or a person with a higher skill level capable of providing emergency medical care within their proscribed scope of practice.

Roving EMT Team: team of two or more personnel at the basic or EMT Intermediate level with treatment supplies to provide emergency medical care.

Dedicated ALS Ambulance: An Advanced Life Support ambulance staffed by a Paramedic and Intermediate EMT, or personnel with a higher skill level, and

**SPECIAL EVENT & ACTIVITY PERMIT APPLICATION
ATTACHMENT A**

**CITY OF RENO
SOUND AMPLIFICATION/MULTIMEDIA PERMIT**

- Amplified sound/multimedia is permitted at Special Events and Special Activities only with a Sound Amplification Permit.
- It is the policy of the City of Reno to allow amplified sound/multimedia between the hours of 8:00 a.m. and 10:00 p.m or after a park closing hour, whichever occurs first. The decibel range will be no louder than 75 decibels at the outermost boundaries of the event.
- Per Reno Municipal Code (RMC) Section 8.23.085: It shall be unlawful to use sound amplification devices or sound equipment in any parks and recreation facilities in excess of 50 decibels measured within 50 feet from the location of the sound amplification device or sound equipment, without first obtaining a permit in accordance with RMC section 8.23.075. Even with a permit, sound amplification device or sound equipment shall not exceed 75 decibels at the boundaries of the permitted area. Violation of this section is a misdemeanor.
- The City of Reno encourages event organizers to ensure that amplified sound/multimedia content is family-friendly, particularly at outdoor events held on public property.

Event Name Reno River Festival Event Date May 9-10, 2015
Time Start 10 AM Time End 7 pm
Type of Event Kayaking and Music Festival
Event Location Wingfield Park
Type of Amplification or Multimedia ☒ Voice/Speech ☒ Live Music (Band)
☒ DJ/Music/Karaoke ☐ Other _____

- By filing this permit I agree to take all steps reasonably necessary to resolve complaints about my use of amplified sound / multimedia and to ensure compliance with the provisions of the Ordinance.

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT B

ROUTE MAP/USE OF PUBLIC RIGHT-OF-WAY

***For purposes of this application, Public Right-Of-Way is defined as
any public street, road, sidewalk, bridge, alley or other pathway used for vehicular and/or pedestrian passage.***

If your event is a parade, procession, foot race or involves any other type of moving route, please provide a detailed route map indicating the start and finish locations, direction of travel and any aid stations or other setup along the route.

Please note that event signs, posters, flags or other materials may NOT be hung from, attached, or otherwise affixed to any permanent public sign, post, fixture or to any temporary sign, barricade, or other type of equipment placed or provided by the City of Reno to close a street, provide a secure event perimeter, or otherwise accommodate the event.

STREET CLOSURES OR RESTRICTIONS

Applications requesting a street closure or restriction must be submitted at least 90 days prior to the date of the event.

Please indicate any of the following street locations your event will involve by selecting as many of the below that apply:

VIRGINIA STREET	Closure Date & Time	Re-Open Date & Time	OTHER DOWNTOWN STREETS	Cross Street	Cross Street	Closure Date & Time	Re-Open Date & Time
Liberty St to Ryland St			Arlington Ave	from Court	to First	11am 5/8/15	7pm 5/10/15
Ryland St to Pine St			Lake St	from	to		
Pine St to Court St			Wells Ave	from	to		
Court/State St to Mill St			Center St	from	to		
Mill St to First St			Sierra St	from	to		
First St to Second St			First St	from	to		
Second St to Commercial Row			Second St	from	to		
Commercial Row to Third St			Commercial Row	from	to		
Third St to Plaza St			Third St	from	to		
Plaza St to Fourth St			Plaza St	from	to		
Fourth St to Fifth St			Fourth St	from	to		

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT D

VENDOR AND EXHIBITOR INFORMATION

Please submit an initial vendor list with application.

A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity/event.

A vendor is any business, enterprise, trade, occupation, calling, profession, vocation, or activity engaged in, conducted or carried on by any person, his agent or employee for the purpose of direct or indirect gain, benefit or advantage within the city. This includes, but is not limited to the sale of goods, services, food and beverages or the disbursement of flyers, samples or other advertising materials.

As the Event/Activity Organizer, I understand it is my responsibility to:

- Collect and submit all State or other entity-required, taxes and fees.
- Ensure all vendors and exhibitors have a valid annual City of Reno business license, OR
- Pay for temporary licensing fees for unlicensed vendors and exhibitors.
- Ensure that all food and/or beverage vendors obtain and display special food vending permits from the Washoe County Health Department.*

**Note: Food permit applications can be obtained from the Washoe County Health Department, Environmental Services. More information on food vending permits may be obtained by calling 775.328.2620.*

Event Name Reno River Festival

Event Date 5/9/15 - 5/10/15

Number of Vendors/Exhibitors _____

VENDOR/EXHIBITOR LIST

A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity.

[illegible]

City of Reno
1 East First Street
Reno, NV 89501

Date: 02/11/2015
Receipt: 2015-00168438
Cashier: Kacee
Received From: SA105063

2002 504.00

Receipt Total 504.00

Total Charge 504.00

Total Remitted 504.00

Total Received 504.00

App Fee
Fire Fee
1 Background

CITY CLERK
1 EAST FIRST ST
RENO, NV 89501

02/11/2015 15:44:39
MID: 000000001665603 TID: 05377621
313162556887

CREDIT CARD

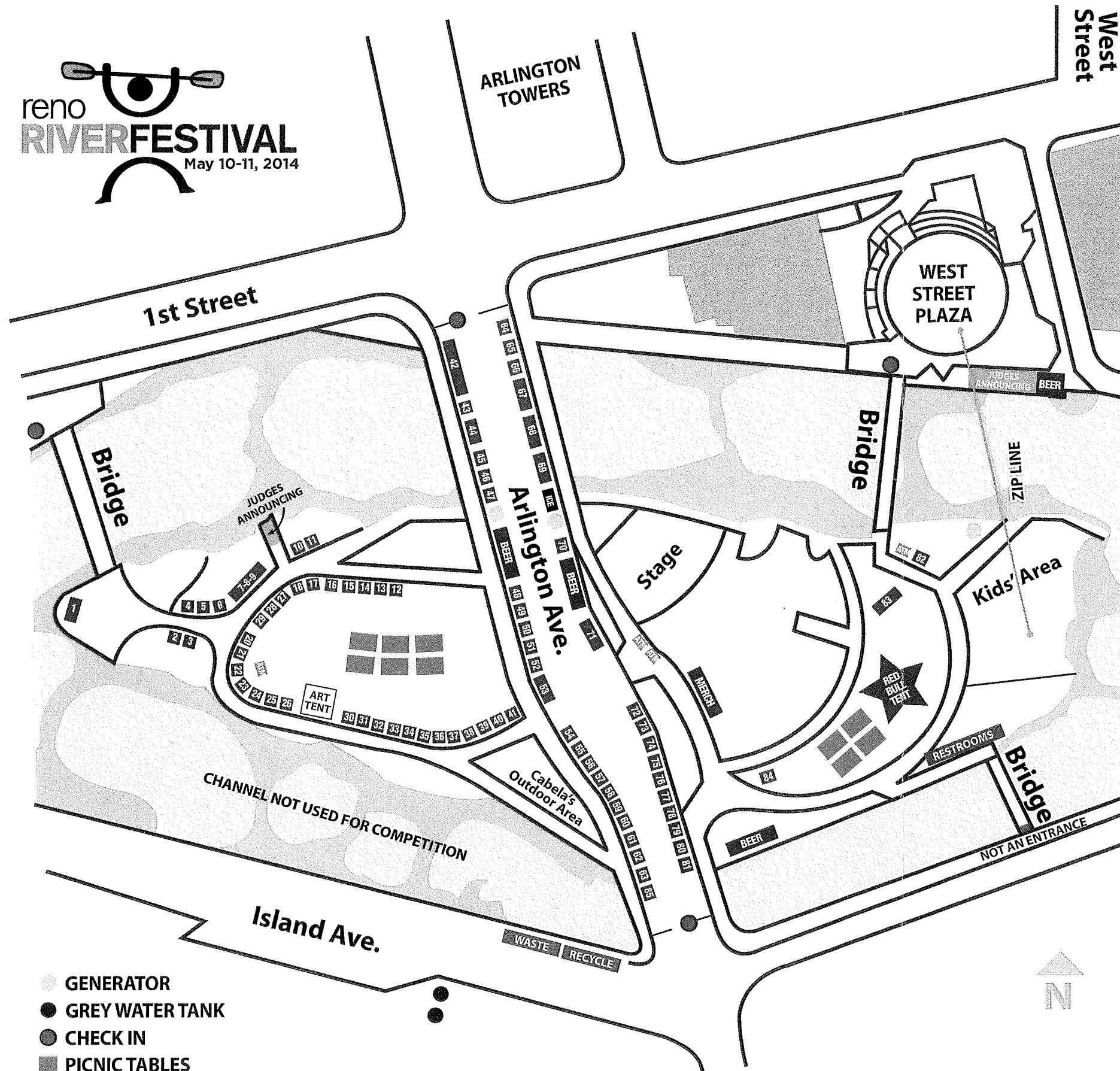
VISA SALE

CARD # XXXXXXXXXXXX2825
INVOICE 0024
Batch #: 000305
Approval Code: 104141
Entry Method: Manual
Mode: Online
Tax Amount: \$0.00

SALE AMOUNT \$504.00

CUSTOMER COPY

RENO FIRE DEPARTMENT					
2015 RENO RIVERFEST - Estimated Costs					
2 DAYS					
		Number of Days Staffing Provided	Avg Daily Hours Worked	Avg OT Rate	Total Estimated Cost
Staffing Provided by RFD Daily:	5	2	10	\$35.00	\$3,500.00
Reno Fire Water Extrication Team Members					



- | | |
|------------------------------------|--|
| 1 Red Bull | 45 _____ |
| 2 Kelly - KRP's Gourmet Licorice | 46 Goodi's Lemonade |
| 3 Carrie - CA Balsamic | 47 Island Ice |
| 4 Sippin' Good | 48 _____ |
| 5 Emily Forsythe | 49 Cantina Los Tres Hombres + Margaritas |
| 6 Patrick Caldwell | 50* Vemma |
| 7-9 Walley's (10x30) | 51 Wolf Pack Athletics |
| 10 Nelson - Native Inca | 52 Italian Ice |
| 11 Charles - Mutunga Arts & Crafts | 53 Koko's (10x15) |
| 12 Michael Cook | 54 Wally's Car |
| 13 Michael Cook | 55 North Star Online |
| 14 Alida - Artesanos Unidos | 56 Reno-Tahoe Open |
| 15 Ramona - Monamoonlight Designs | 57 David - Imported Fashions |
| 16 Carla - It Works Global | 58 David - Imported Fashions |
| 17 Patty Halas | 59 Roy Byrne |
| 18 Kelly - KRP's Gourmet Licorice | 60 Evone - Hats & More |
| 19 Art tent | 61 Ted VanRaalte |
| 20 Napa Sriphyak | 62 Ted VanRaalte |
| 21 Charles - Make Your Momentum | 63 Can Fest |
| 22 MaryLnn Hamel | 64 Remote |
| 23 Armen - The Air Wear | 65 Edible Pedal 100® |
| 24 Steve Mathews | 66* Bi-State |
| 25 Marie Rivera | 67* NDOW |
| 26 CCK | 68* Reno Sun Rooms (10x20) |
| 27 Peter - RGJ | 69 Whitney Peak (10x20) |
| 28 Tina - Wet Nose | 70 _____ |
| 29 Marcia - Continental Designs | 71 Hot Doggin' |
| 30 Sami Sheikh | 72 Hamilton Solar |
| 31 Tina - Somewhere in Time | 73 American Society |
| 32 Kathleen Martin | 74 Linda Anderson |
| 33 Pat Bates | 75 Maechel Morrison |
| 34 Pat Bates | 76 Val Schiele |
| 35 Bill - Somewhere in Time | 77 Race 178 |
| 36 _____ | 78 Edith Vaunn |
| 37 Victoria Dunham | 79 Vanessa - Glass Fantasy |
| 38 Carolyn - Scentsy Candles | 80 Reno Tahoe USA - Willy's Jeep |
| 39 Alan - Blue Dolphin | 81 Remote |
| 40 _____ | 82 TC Body Art |
| 41 John Silverzahn | 83 Nature's Bakery |
| 42 Dolan Auto Group (10x40) | 84 Dannon Yogurt |
| 43* Los Compadres | 85 Reno Auto Sound |
| 44* Big Daddy's (10x20) | |